

## ROUTING AND RECORD SHEET

85-0312

SUBJECT: (Optional)

DI Space Requests 1985-1987

FROM:

Daniel C. King  
Director of Logistics

EXTENSION

NO.

OL-10013-85

DATE

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S  
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. DDA  
7D18 Hqs

25 JAN 1985

1. For release.

2.

3. D/MPS/DI  
2F42 Hqs

4

5.

6

7.

8.

9.

10.

11.

12.

13.

14.

15.

45-17

FORM  
1-79

610

USE PREVIOUS  
EDITIONS

GPO : 1983 O - 411-632

SUBJECT: DI Space Requests - 1985-1987

external buildings. This problem will be the subject of a separate memorandum to the DDI.

5. A comprehensive analysis of Agency-wide space requirements for 1987 is being made for review and approval. Your continuing cooperation in these matters will be sincerely appreciated.

STAT



Daniel C. King

OL/HOME/RH:ba (17 Jan 85)  
Retyped:mgk (23 Jan 85)

Distribution:

- Orig - Addressee
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- 1 - OL Files
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Administrative - Internal Use Only

**ADMINISTRATIVE - INTERNAL USE ONLY**

23 JAN 1985

SSC 2

**MEMORANDUM FOR:** Director, Office of Management, Planning and Services, DI

**FROM:** Daniel C. King  
Director of Logistics

**SUBJECT:** DI Space Requests 1985 - 1987

**REFERENCE:** Your Memo of 12 December 1984, Subject: Space

1. Receipt of updated Directorate of Intelligence space requests, especially those for 1987, are appreciated since they illuminate future problems which must be resolved. Logistics space planners are prepared to work with you to develop feasible space allocations for the FY-85 through FY-87 period.

2. Regarding your immediate 1985 requests, about 14,000 square feet can be made available [redacted] for the five organizations indicated in your memorandum. In addition, another 6,000 square feet is offered for the purpose of relocating OSWR from 1F81, the old Rendezvous Room, so the next phase of cafeteria upgrade may begin. At this time, allocation of 1,200 square feet in 5F52, 6F50, and 7F44 to the DI is not possible because those rooms are needed for communications activities until occupancy of the New Building begins.

3. Relative to the proposed relocation of portions of OCPAS, an A&E study of the conversion of the P&PD basement into usable office space is underway, and we will soon advise you of the feasibility and cost effectiveness of that idea. Your desire to locate the CPAS Intelligence and Liaison Staff near an entrance convenient for visitors has been noted and will be incorporated into the overall space planning considerations for Headquarters.

4. The [redacted] space can be prepared for DI occupancy by late summer if the individual office requirements are given to our contract architects during the next two weeks and if adequate funding for renovation work can be identified. Fulfillment of your other requests will not be so easily accomplished; a growth of 62,000 square feet is especially problematical because all space in the old and new Headquarters buildings has been obligated by current plans, and any growth above current T.O. strength can only be accommodated in

OL-10013-85

**ADMINISTRATIVE - INTERNAL USE ONLY**

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

D/MPS  
2F42

EXTENSION



01-20553-84

DATE

13 December 1984

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S  
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1

D/OL

17/12 *HC*  
12/17 12/17 *W*

Don - I'm not sure  
how we respond to  
this one. *John*

3

17/12 *HC*

4

12/17 *W*

5

C/HOME

-Action pls.

6

7

8

9

10

11

12

13

14

15

Harry - after analyzing,  
I want a meeting w  
you and Bob. We  
options; then we'll  
-meet w/ Bob to discuss.  
To what degree are  
the figures currently  
included in HOME  
and NODD plans?  
We need accurate  
figures & options before  
telling Harry.  
*Ken*

12 December 1984

MEMORANDUM FOR: Director of Logistics

FROM: Helene L. Boatner, Director  
Office of Management, Planning and Services, DI

SUBJECT: Space

1. The Directorate has just completed a review of its Fiscal Year 85, 86 and 87 space requirements. It comes as no surprise to anyone that the Directorate continues to suffer from a space shortfall. Worse yet, with planned 86 and 87 growth of certain of our activities, the space situation is further exacerbated. Merely to meet minimal Fiscal Year 1985 space requirements, the Directorate must have an added 21,314 square feet--most of it in Headquarters. Ideally we would wish for 27,066 square feet but given the state of Agency space needs we will make do with minimums.

2. The following steps must be taken immediately to answer current Directorate space problems:

- ° Allocate Headquarters space at 5 F 32, 6 F 30 and 7 F 44 to the DI and where feasible begin the dis-assembly and removal of unused secure voice equipment and commence renovation immediately. Total square feet = 1,200 square feet.
- ° Find about 13,843 square feet of space outside the Headquarters compound for the following components, identified in order of precedence:

STAT

Office of Central Reference/Library Services Division/  
Acquisitions Branch [redacted] 5,705 sqft)

STAT

Office of Current Production and Analytic Support/DDI  
Television Center [redacted] 4,400 sqft)

STAT

Office of Scientific and Weapons Research/STI Committee  
[redacted] 750 sqft)

STAT

Intelligence Producers Council ([redacted]  
1,000 sqft)

STAT

Senior Review Panel [redacted] 1,988 sqft)

If you can locate space for these units, we are prepared to identify other units for possible relocation.



- ° Find adequate space on the Headquarters compound to accomodate 110 people from the OCPAS Cartography, Design and Publishing Group, as well as the Statistical Analysis Staff. We have proposed to the DDA that 10,000 square feet of space under the Printing and Photography Building be prepared for use by this group.

- ° Plan to house the OCPAS Intelligence and Liaison Staff (2,100 sqft) in the new Headquarters building, the new visitors center or the reception area of the old Headquarters when the new building is ready for occupancy.

3. The Directorate anticipates additional growth in people and equipment in Fiscal Year 1986 to increase our space requirement to 44,247 square feet above our current allocation and, with added Fiscal Year 1987 requirements as well as the planned introduction of the IDEX system in the Office of Imagery Analysis, this requirement will rise to 62,401 square feet. In fact by the time of the planned occupancy of the new Headquarters building in 1987, this Directorate will be looking to occupy 455,633 square feet, a 15.9% increase over current space holdings. While we are currently developing plans to ensure the most efficient use of Directorate space through better space management and improved space use, these efforts will be in part thwarted if the necessary square footage is not "brought on line" concurrent with arising needs.

4. We've attached a listing of our space requirements by office in the expectation that they be included in the space planning which we understand is currently underway both in anticipation of the new Buildings occupancy as well as the reallocation of space within the existing Headquarters building. We ask for a response providing us your sense of timing of the several actions requested above to remedy our current problems and your assessment of the problems anticipated in meeting our upcoming 86 and 87 needs.

Helene L. Boatner

**Page Denied**

Next 3 Page(s) In Document Denied

Date **25 JAN 1985**

**ROUTING AND TRANSMITTAL SLIP**

TO: (Name, office symbol, room number, building, Agency/Post)	Initials	Date
1. EO/DDA	<i>Ed</i>	25-1
2. ADDA	<i>J</i>	25 JAN 1985
3. DDA	<i>J</i>	25 JAN 1985
4.		
5.		

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

**REMARKS**

*D/OH states on PRS for DDA release although he has released actual memo himself.*

**DO NOT** use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)	Room No.—Bldg.
	Phone No.

8041-102

☆ GPO : 1983 O - 381-529 (301)

**OPTIONAL FORM 41 (Rev. 7-76)**  
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